

writing shall clearly mark each page “BUSINESS CONFIDENTIAL” at the top.

(c) The Committee may deny a request that it exempt from public inspection any particular business information if it determines that such information is not entitled to exemption under paragraph (a) of this section. In the event of such denial, the party submitting the particular business information will be notified of the reasons for the denial and will be permitted to withdraw his submission.

## PART 2004—FREEDOM OF INFORMATION POLICIES AND PROCEDURES

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AUTHORITY: 5 U.S.C. 552; Uniform Freedom of Information Act Fee Schedule and Guidelines, 52 FR 10012, Mar. 27, 1987.

SOURCE: 73 FR 35063, June 20, 2008, unless otherwise noted.

### ORGANIZATION

#### § 2004.1 In general.

This information is furnished for the guidance of the public and in compliance with the requirements of the Freedom of Information Act, 5 U.S.C. 552, as amended (FOIA). This regulation should be read in conjunction with the FOIA.

#### § 2004.2 Authority and functions.

The Office of the United States Trade Representative (USTR) negotiates directly with foreign governments to conclude trade agreements, and resolve trade disputes, and participates in global trade policy organizations.

USTR consults with governments, business groups, legislators, and public interest groups to obtain their views on trade issues and explain the President’s trade policy positions. The general functions of USTR, as provided by statute, are to develop and coordinate international trade and direct investment policy, advise and assist the President, represent the United States in international trade negotiations, and provide policy guidance to federal agencies on international trade matters. The United States Trade Representative, a cabinet officer, serves as a vice chairman of the Overseas Private Investment Corporation, a Board member of the Millennium Challenge Corporation, a non-voting member of the Export-Import Bank, and a member of the National Advisory Council on International Monetary and Financial Policies.

#### § 2004.3 Organization.

USTR’s main office is located in Washington, DC. It also maintains a mission in Geneva, Switzerland.

### PROCEDURES

#### § 2004.4 Availability of records.

USTR’s publicly accessible records are available through USTR’s public reading room or its Web site. USTR also provides records to individual requesters in response to FOIA requests. USTR generally withholds predecisional, deliberative documents and classified trade negotiating and policy documents under 5 U.S.C. 552(b).

#### § 2004.5 Accessing records without request.

(a) *Public reading room.* USTR maintains and makes available for public inspection and copying USTR records pertaining to matters within the scope of 5 U.S.C. 552(a)(2), as amended. Most records in USTR’s public reading room comprise responses to FEDERAL REGISTER notices that USTR has issued. USTR’s public reading room is located at 1724 F Street, NW., Washington, DC. Access to the reading room is by appointment only. Contact USTR’s FOIA Officer at (202) 395–6186 to set up an appointment.